Quick Reference for Adding Content

1. Log in to http://staging.nv.gov using your email login credentials.
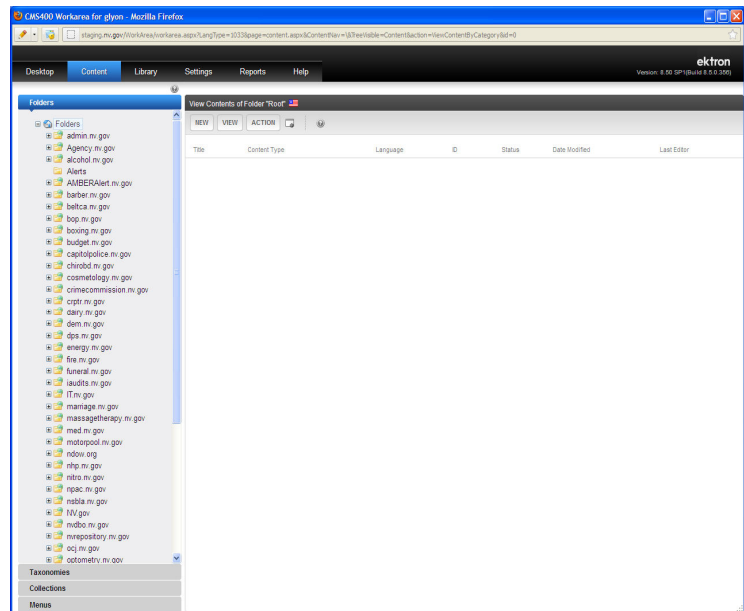

Clicking on this….
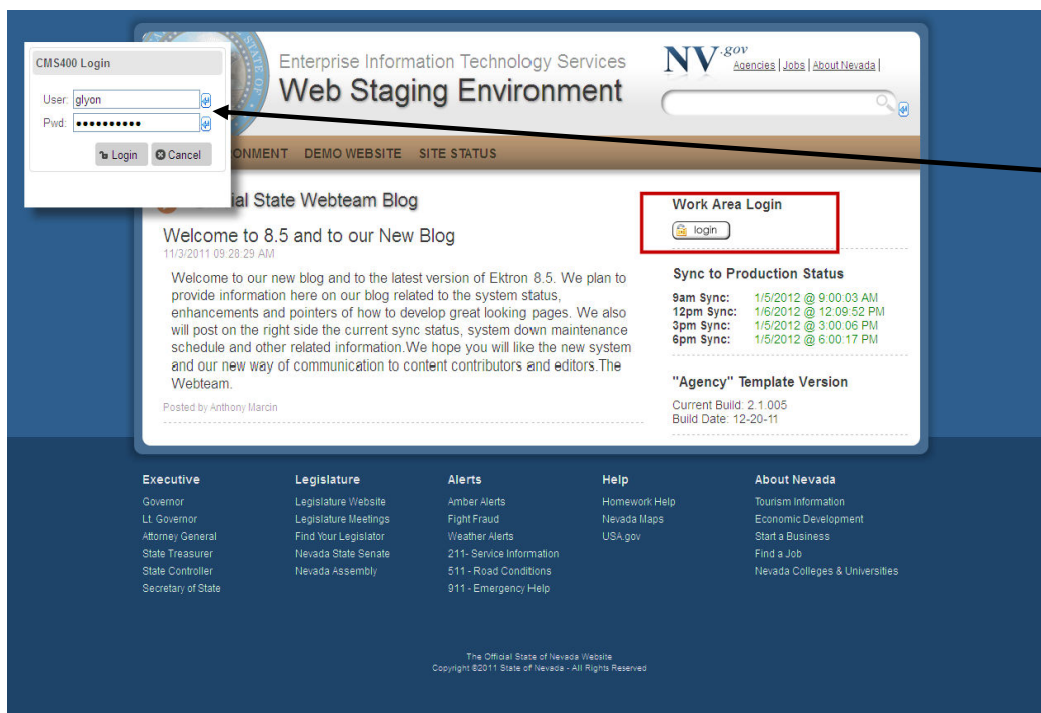
…will cause the login dialog to appear.

2. Select the "Workarea" button…

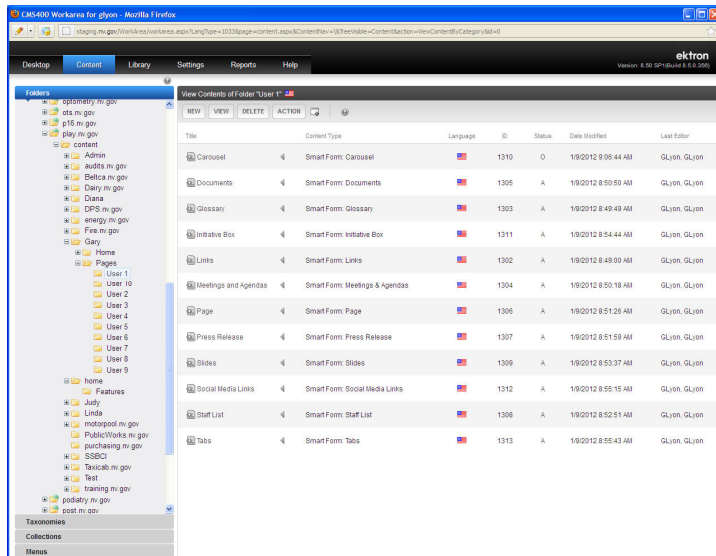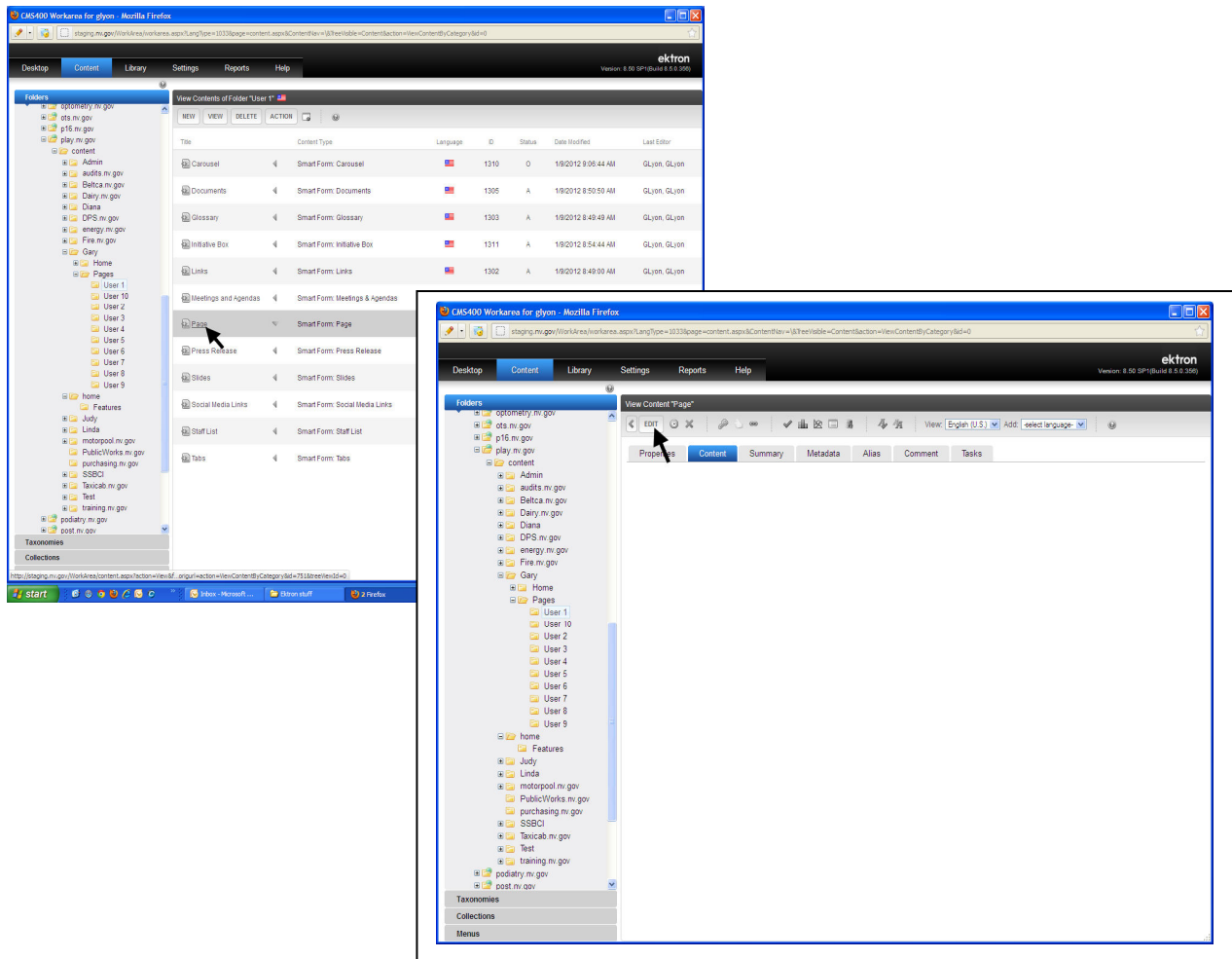

Clicking on 'Workarea'…

Will open a new window displaying the Ektron workarea.

3. Select the plus sign (+) next to your domain name (i.e. play.nv.gov) and navigate to the folder where the page you want to edit is located.

4. Click on the type of Smart Form you want to edit, then select the 'Edit' button in the toolbar at the top of the page.

5. Enter your content using the Smart Form Guide for the type of Smart Form you are editing.

## 6. Select the 'Alias' tab and enter a name to represent the URL for the page.

7. Select the 'Metadata' tab and enter/update keywords that related to the content of the page so it can be more easily found by search engines.

8. Select the "Publish" button in the top toolbar.

9. Select the "Alias" tab, then click on the hot link under "Alias Name" to display the page and verify the content appears as you want it to.

Clicking on the hot link here…
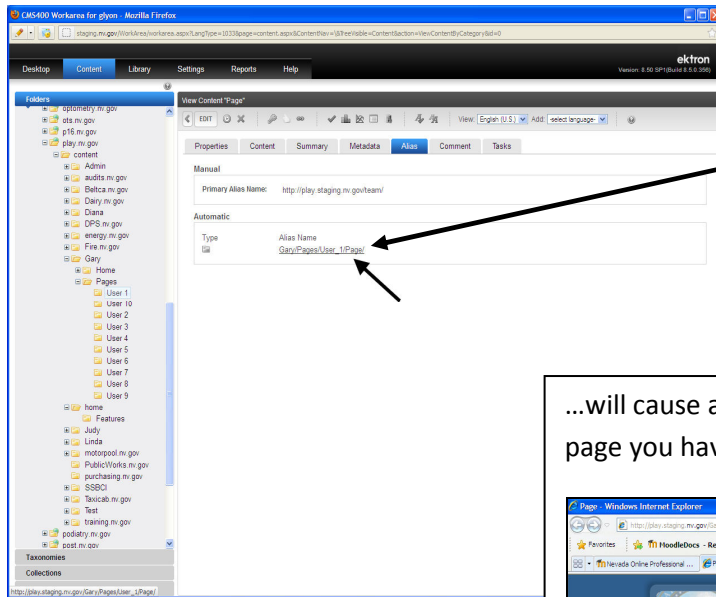
…will cause a window to open in your browser displaying the page you have edited.